

JOB DESCRIPTION

JOB TITLE: Public Health Program Specialist

GRADE: 14

JOB CODE: 1526

EST. DATE: 7-1-06

GENERAL FUNCTION: Under the direction of the Health Department Director or other appropriate supervision serves as a subject matter expert in an assigned program area of responsibility. The work assigned to this classification is carried out under well defined guidelines and procedures. Individuals in this position have some independence of action in the administrative functions of developing procedures, monitoring program effectiveness, interpreting and providing information to other staff and general public, receiving and reviewing reports, and preparing reports as required or requested. May also review program expenditures to determine financial status of program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Establish program goals and objectives and determines priorities for the program area of responsibility.

Serves as liaison with funding authority and departmental fiscal unit regarding program financial issues.

Prepares annual and quarterly reports; meets with interested community organization to promote program goals.

Conducts educational outreach activities and develops program information materials for distribution to organizations, community groups and the general public.

Prepares reports and analyses setting forth the progress, adverse trends and appropriate recommendations or conclusions.

Provides administrative assistance to departmental staff within the assigned program area to support the accomplishment of program objectives; develop, coordinate and advise staff regarding program policy.

Monitor and evaluate program effectiveness, investigate trends, and recommend and implement modifications to improve program effectiveness.

Plan, coordinate and administrator activation of assigned program to include developing, implementing procedures, processes, services and system.

JOB TITLE: Public Health Program Specialist (cont'd)

JOB CODE: 1526

Train employees in proper methods and procedures and ensure correctness of work.

Interprets laws, regulations, policies and procedures regarding program requirements to program implementation staff.

Reviews records and reports submitted by program requests or agency staff for compliance with program standards.

Ensures compliance with federal and state law regulation and policies; interprets policies and procedures, stays abreast of current rules and laws and recommends changes to program policies and procedures to keep them current.

Maintains knowledge of specific program requirements through the review of current (PHPR) new and proposed federal and state regulations and statutes and professional literature in the field, attends meetings etc., to stay abreast.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Limited supervision with alternating periods of relative autonomy and general review; supervisor plays substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED: No supervisory responsibilities.

JOB SPECIFICATIONS:

Knowledge:

- High level of knowledge of program guidelines and policies.
- Knowledge of agency, state and federal guidelines affecting the program or project(s).

JOB TITLE: Public Health Program Specialist (cont'd)

JOB CODE: 1526

- Knowledge of fiscal issues related to the program.
- Knowledge of management principles.

Skills:

- Good level of skill in utilizing appropriate oral and written communication skills with agency staff, clients and the general public.
- Good presentation skills in presenting program or policy information to agency staff and the public.
- Moderate level of skill in managing work-related activities.

Abilities:

- Ability to form collaborative relationships with agency staff, other agencies and the community.
- Ability to prioritize program responsibilities.
- Ability to assess and evaluate the program/projects to ensure the quality and quantity of services and performances.
- Ability to compile agency information and prepare appropriate reports, as indicated.
- Ability to monitor and evaluate the financial status of the program.
- Computer operation statement.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Bachelor's Degree from an accredited college or university.

NOTE: Specific programs may have specialized requirements that differ from those described.

* A regular status employee of the classified service may be considered for this position if the employee has five years of experience in public health and can demonstrate the necessary knowledge, skills and abilities required. See Note above.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.